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**Translation Certification**

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| **Instructions**  (Failure to follow these instructions may result in delays in processing)    DHHS and FDA regulations require that informed consent be presented “in language understandable to the subject” and, in most situations, that informed consent be documented in writing. Subjects who do have limited English proficiency should be presented with a consent form and other study documents written in their own language.    **Guidance for Translations:** A translator familiar with terminology of the area covered by the instrument and with interview skills should be given this task. The translator should be knowledgeable of the Englishspeaking culture but his/her mother tongue should be the primary language of the target culture.  Instructions given to the translator should be to emphasize a conceptual rather than a literal translation, as well as the need to use natural and acceptable language for the broadest audience.  The following general guidelines should be considered in this process:   * Translators should always aim at the conceptual equivalent of a word or phrase, not a word-forword translation, i.e. not a literal translation. They should consider the definition of the original term and attempt to translate it in the most relevant way. * Translators should strive to be simple, clear and concise in formulating a question. Fewer words are better. Long sentences with many clauses should be avoided. * The target language should aim for the most common audience. Translators should avoid addressing professional audiences such as those in medicine or any other professional group. They should consider the typical respondent for the instrument being translated and what the respondent will understand when s/he hears the question. * Translators should avoid the use of any jargon. For example, they should not use: o technical terms that cannot be understood clearly; and   o colloquialism, idioms or vernacular terms that cannot be understood by common people in everyday life.   * Translators should consider issues of gender and age applicability and avoid any terms that might be considered offensive to the target population.   **By submitting this translation certification, the translator and PI certify:**     1. The translations are the sole work product of the translator; 2. The translator is qualified to translate the documents in the target language; and 3. The translations are a true and accurate translation of the IRB-approved English version to the target language.     **After completing this form, submit this form along with the IRB submission via email to the IRB**  **Mailbox:** irb@tamucc.edu  For questions, email:Office of Research Compliance at research.compliance@tamucc.edu. | |
| **Translation Overview** |  |
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# Translation Certification

1. PI Name:
2. Study Title:

1. Target Language:

☐ Spanish ☐ German ☐ French ☐ Tagalog ☐ Korean

☐ Vietnamese ☐ Chinese ☐ Hindi ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Method of Translation

☐ Forward Translation

☐ Back Translation - Document is translated to target language. Then translated back to English by an independent translator and compared to the original English document. **(Preferred)**

☐ Pre-test – Translated document is tested with individuals fluent in target language and representative of persons to be enrolled in research.

**Translator Qualifications**

1. Is the translator certified? If yes, provide supporting documentation. ☐ Yes ☐ No

1. If not certified, provide the qualifications for the translator.

☐ Translator is a native speaker.

☐ Other: Describe and provide supporting documentation.

**Translator Attestation**

I certify that I am competent to translate from English to the target languages identified in this form. The translated document provided is a true and accurate translation from English to the target language.

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| Title of Document Translated | Version of Document |
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Translator Signature Date

Translation Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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